



Next-to-New Committee 2003-2004

Committee Requirements, Policies & Procedures



The following is a list of requirements to be fulfilled by all members of the Next-to-New Committee in order to remain in good standing with the League. The League year is June 1, 2003 – May 31, 2004

Committee Requirements

1. Complete two 3-hour shifts per month. One shift = 3 hours.

This is a 6-hour time commitment per month. You can break the 6 hours up in any way you want, two 3 hour shifts, three 2 hour blocks or two back-to-back 3 hour shifts (6 hours total). One weekend shift must be performed each month. Committee members are eligible for double credit days.

Committee members must work a minimum of 72 hours in the NTN over the League year. Work done on NTN sub-committees may be counted in lieu of one shift per month, but you must keep track of this on the NTN Committee Requirements Worksheet [see pg.3].

Writing the committee meeting minutes or taking care of hospitality for a committee meeting count as 3 hours of shift credit.

2. Attend 7 NTN Committee meetings. Missed Committee Meetings may be made up by completing an extra NTN 3-hour shift.

RECEIVED

3. Attend the Holiday Boutique set-up on Sunday, December 7.

JUL 25 2003

4. Attend the Inventory on Sunday, May 30.

Technology Center 2100

Committee Policies & Procedures for Completing Shifts

1. Every committee member will receive a roster. In the event that you need to cancel a shift you have signed up for, it is your responsibility to get that shift covered, *no exceptions*. The No-Show fee is \$115.00 and will be invoiced to you by Placement.
2. The NTN Committee is responsible for staffing the shop on Monday evenings (2 volunteers minimum), Saturdays (5 volunteers minimum) and Sundays (4 volunteers minimum) every week. *Committee members are expected to work at least one weekend shift as part of their monthly shift requirement of 6 hours.*

Evening shifts are from 6:00 to 8:00 pm; please arrive a few minutes prior to get instructions from Joan.

Saturday shifts are available between 10:00 am and 5:00 pm.

Sunday shifts are from noon to 4:00 pm.

Weekday shifts are available between 10:00 am and 5:00 pm.

3. Please schedule your shifts ahead of time so we know what coverage is needed, particularly on the weekends. *Just showing up for weekend shifts instead of calling ahead of time will no longer be accepted.* We will sign up for shifts at committee meetings but if you miss a meeting, you will need to call Joan to secure your future shifts.
4. We would like to maintain flexibility, so you may elect to work shifts outside of these policies. However, if the required shifts are not filled, we may need to ask committee members to re-schedule their shifts.



PTO/SB/17 (05-03)
Approved for use through 04/30/2003. OMB 0651-0032
U.S. Patent and Trademark Office; U.S. DEPARTMENT OF COMMERCE

Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number.

FEE TRANSMITTAL for FY 2003

Effective 01/01/2003. Patent fees are subject to annual revision.

Applicant claims small entity status. See 37 CFR 1.27

TOTAL AMOUNT OF PAYMENT	(\$)	571.00
-------------------------	------	--------

RECEIVED

JUL 25 2003

METHOD OF PAYMENT (check all that apply)

Check Credit card Money Order Other None

Deposit Account:

Deposit Account Number	
Deposit Account Name	

The Director is authorized to: (check all that apply)

- Charge fee(s) indicated below Credit any overpayments
 Charge any additional fee(s) during the pendency of this application
 Charge fee(s) indicated below, except for the filing fee to the above-identified deposit account.

FEE CALCULATION

1. BASIC FILING FEE

Large Entity Fee Code (\$)	Small Entity Fee Code (\$)	Fee Description	Fee Paid
1001 750	2001 375	Utility filing fee	
1002 330	2002 165	Design filing fee	
1003 520	2003 260	Plant filing fee	
1004 750	2004 375	Reissue filing fee	
1005 160	2005 80	Provisional filing fee	
SUBTOTAL (1) (\$)			

2. EXTRA CLAIM FEES FOR UTILITY AND REISSUE

Total Claims	Independent Claims	Multiple Dependent	30 Extra Claims below	Fee Paid
(6)	4		30 - 30 = 30 X 4.00 = 120.00	324.00
			4 - 3 = 1 X 42.00 =	42.00

Large Entity Fee Code (\$)	Small Entity Fee Code (\$)	Fee Description	Fee Paid
1202 18	2202 9	Claims in excess of 20	
1201 84	2201 42	Independent claims in excess of 3	
1203 280	2203 140	Multiple dependent claim, if not paid	
1204 84	2204 42	" Reissue independent claims over original patent	
1205 18	2205 9	" Reissue claims in excess of 20 and over original patent	
SUBTOTAL (2) (\$)			366.00

*or number previously paid, if greater. For Reissues, see above

Complete if Known

Application Number	09/766,247
Filing Date	01/19/2001
First Named Inventor	Sandy C. Shaw
Examiner Name	Ly, Anh
Art Unit	2172
Attorney Docket No.	A-69985

RECEIVED

JUL 25 2003

FEE CALCULATION (continued)

Technology Center 2100

3. ADDITIONAL FEES

Large Entity Fee Code (\$)	Small Entity Fee Code (\$)	Fee Description	Fee Paid
1051 130	2051 65	Surcharge - late filing fee or oath	
1052 60	2052 25	Surcharge - late provisional filing fee or cover sheet	
1053 130	1053 130	Non-English specification	
1812 2,620	1812 2,620	For filing a request for ex parte reexamination	
1804 920*	1804 920*	Requesting publication of SIR prior to Examiner action	
1805 1,840*	1805 1,840*	Requesting publication of SIR after Examiner action	
1251 110	2251 55	Extension for reply within first month	
1252 410	2252 205	Extension for reply within second month	
1253 830	2253 465	Extension for reply within third month	
1254 1,450	2254 725	Extension for reply within fourth month	
1255 1,870	2255 985	Extension for reply within fifth month	\$205-
1401 320	2401 160	Notice of Appeal	
1402 320	2402 160	Filing a brief in support of an appeal	
1403 280	2403 140	Request for oral hearing	
1451 1,510	1451 1,510	Petition to institute a public use proceeding	
1452 110	2452 55	Petition to revive - unavoidable	
1453 1,300	2453 850	Petition to revive - unintentional	
1501 1,300	2501 660	Utility issue fee (or reissue)	
1502 470	2502 235	Design issue fee	
1503 630	2503 315	Plant issue fee	
1480 130	1460 130	Petitions to the Commissioner	
1807 50	1807 50	Processing fee under 37 CFR 1.17(q)	
1808 180	1808 180	Submission of Information Disclosure Stmt	
8021 40	8021 40	Recording each patent assignment per property (times number of properties)	
1809 750	2809 375	Filing a submission after final rejection (37 CFR 1.129(e))	
1810 750	2810 375	For each additional invention to be examined (37 CFR 1.129(b))	
1801 750	2801 375	Request for Continued Examination (RCE)	
1802 600	1802 900	Request for expedited examination of a design application	

Other fee (specify):

*Reduced by Basic Filing Fee Paid

SUBTOTAL (3) (\$)

205.00

(Complete if applicable)

Name (Print/Type)	Julie E. Daniels	Registration No. (Attorney/Agent)	51,330	Telephone	415-334-2260
Signature	Julie E. Daniels	Date	July 21, 2003		

WARNING: Information on this form may become public. Credit card information should not be included on this form. Provide credit card information and authorization on PTO-2038.

This collection of information is required by 37 CFR 1.17 and 1.27. The information is required to obtain or retain a benefit by the public which is to file (and by the USPTO to process) an application. Confidentiality is governed by 35 U.S.C. 122 and 37 CFR 1.14. This collection is estimated to take 12 minutes to complete, including gathering, preparing, and submitting the completed application form to the USPTO. Time will vary depending upon the individual case. Any comments on the amount of time you require to complete this form and/or suggestions for reducing this burden, should be sent to the Chief Information Officer, U.S. Patent and Trademark Office, U.S. Department of Commerce, P.O. Box 1450, Alexandria, VA 22313-1450. DO NOT SEND FEES OR COMPLETED FORMS TO THIS ADDRESS. SEND TO: Commissioner for Patents, P.O. Box 1450, Alexandria, VA 22313-1450.

If you need assistance in completing the form, call 1-800-PTO-9199 and select option 2.



21728

PTO/SB/21 (03-03)

Approved for use through 04/30/2003. OMB 0651-0031
U.S. Patent and Trademark Office; U.S. DEPARTMENT OF COMMERCE

TRANSMITTAL FORM

(to be used for all correspondence after initial filing)

		Application Number	09/766,247
		Filing Date	01/19/2001
		First Named Inventor	Sandy C. Shaw
		Art Unit	2172
		Examiner Name	Ly, Anh
Total Number of Pages in This Submission	53	Attorney Docket Number	A-69985

ENCLOSURES (Check all that apply)

<input checked="" type="checkbox"/> Fee Transmittal Form	<input type="checkbox"/> Drawing(s)	<input type="checkbox"/> After Allowance Communication to a Technology Center (TC)
<input checked="" type="checkbox"/> Fee Attached (credit card form PTO-2058)	<input type="checkbox"/> Licensing-related Papers	<input type="checkbox"/> Appeal Communication to Board of Appeals and Interferences
<input checked="" type="checkbox"/> Amendment/Reply	<input type="checkbox"/> Petition	<input type="checkbox"/> Appeal Communication to TC (Appeal Notice, Brief, Reply Brief)
<input type="checkbox"/> After Final	<input type="checkbox"/> Petition to Convert to a Provisional Application	<input type="checkbox"/> Proprietary Information
<input type="checkbox"/> Affidavits/declaration(s)	<input type="checkbox"/> Power of Attorney, Revocation	<input type="checkbox"/> Status Letter
<input checked="" type="checkbox"/> Extension of Time Request	<input type="checkbox"/> Change of Correspondence Address	<input type="checkbox"/> Other Enclosure(s) (please identify below):
<input type="checkbox"/> Express Abandonment Request	<input type="checkbox"/> Terminal Disclaimer	
<input type="checkbox"/> Information Disclosure Statement	<input type="checkbox"/> Request for Refund	
<input type="checkbox"/> Certified Copy of Priority Document(s)	<input type="checkbox"/> CD, Number of CD(s) _____	
<input type="checkbox"/> Response to Missing Parts/Incomplete Application		
<input type="checkbox"/> Response to Missing Parts under 37 CFR 1.52 or 1.53		
Remarks		

RECEIVED

JUL 25 2003

Technology Center 2100

SIGNATURE OF APPLICANT, ATTORNEY, OR AGENT

Firm or Individual	Julie E. Daniels
Signature	Julie E. Daniels
Date	July 21, 2003

CERTIFICATE OF TRANSMISSION/MAILING

I hereby certify that this correspondence is being facsimile transmitted to the USPTO or deposited with the United States Postal Service with sufficient postage as first class mail in an envelope addressed to: Commissioner for Patents, Washington, DC 20231 on this date:

July 21, 2003

Typed or printed	Julie E. Daniels
Signature	Julie E. Daniels
Date	July 21, 2003

This collection of information is required by 37 CFR 1.5. The information is required to obtain or retain a benefit by the public which is to file (and by the USPTO to process) an application. Confidentiality is governed by 35 U.S.C. 122 and 37 CFR 1.14. This collection is estimated to take 12 minutes to complete, including gathering, preparing, and submitting the completed application form to the USPTO. Time will vary depending upon the individual case. Any comments on the amount of time you require to complete this form and/or suggestions for reducing this burden, should be sent to the Chief Information Officer, U.S. Patent and Trademark Office, U.S. Department of Commerce, Washington, DC 20231. DO NOT SEND FEES OR COMPLETED FORMS TO THIS ADDRESS. SEND TO: Commissioner for Patents, Washington, DC 20231.

If you need assistance in completing the form, call 1-800-PTO-9199 (1-800-786-9199) and select option 2.